



## **Wick Harbour Authority**

### **Data protection privacy notice (Board applicants)**

Wick Harbour Authority (the Authority) is a 'controller' of the personal information that you provide on this form and that we collect during your appointment to the Board, if your application is successful.

#### **About the information we collect and hold**

We will collect, use and store the following personal information:

- contact details, employment/occupation details and details of relevant qualities as provided by you on this form;
- information required in the Authority's declaration of interests form;
- if you are successful, we may ask you to provide information via our equality and diversity monitoring form and other information required to management your appointment to the Board; and
- any information contained within communications between you and the Authority.

#### **Why we collect your information and how we use it**

We will typically collect and use this information for the following purposes:

- where we have your consent (in limited circumstances);
- for the performance of a contract with you, or to take steps to enter into a contract;
- for compliance with a legal obligation;
- for reasons of substantial public interest (for example, equality of opportunity or treatment, preventing or detecting unlawful acts, preventing fraud and regulatory requirements).



Further information on the equality monitoring we undertake and how we do this is available in our Equality Policy, available from Wick Harbour Authority, Wick Harbour Office, WICK, KW1 5HA or request a copy form [office@wickharbour.co.uk](mailto:office@wickharbour.co.uk)

### **How we may share your information**

We may also need to share some of your personal information with other parties, such as external contractors and our professional advisers and potential purchasers of some or all of our business or on a re-structuring. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held**

Your personal information is stored in hard copy, on our electronic filing system and our servers based in the UK, and is accessed by our employees for the purposes set out above. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

### **How long we keep your information**

If successful, we keep your personal information during and after your appointment for no longer than is necessary for the purposes for which the personal information is processed and for a period of up to three years.

If unsuccessful, we will destroy your application unless you request for it to be returned to you.



## **Your rights**

You can exercise any of the following rights by contacting the Authority at the address or email set out above.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of the personal information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to object to and/or request that we restrict the processing of your personal information for specific purposes;
- if you wish us to delete the personal information that we hold about you, you may request that we do so; and
- if you would like to obtain the personal information that we hold about you to reuse it for your own purposes, you may request that we do so.

Any requests received by us will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

## **Changes to this privacy notice**

This privacy notice was published on 11 September 2018. We may change this privacy notice from time to time, when we do we will inform you by writing to you if we still hold your personal information.